

# CREW SUPERVISOR

**GRADE: 14**

**FLSA: NON-EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Crew Supervisor performs difficult skilled work ranging from highly skilled mechanical duties to unskilled laboring tasks, including the supervision of others. Work involves considerable responsibility for activities such as maintenance of buildings, right of ways, collection, recycling and disposal of garbage and refuse; overseeing the care of City streets, pedestrian ways and drainage systems; and other public works and/or parks and recreational facilities. Instructions are received in the form of work orders, but the employee must exercise considerable initiative and judgment in carrying out assigned tasks. Incumbents may supervise employees of lower classifications with work being inspected while in progress or upon completion by the Division Superintendent.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Plans, organizes, supervises and participates as necessary in such activities as the landscaping, maintenance, and minor construction of parks, ball fields, trails, ponds, flower beds, curbs and gutters, sidewalks, concrete work, masonry work, and drainage facilities.
- Receives work orders and dispatches workers, equipment and materials as required.
- Maintains records of personnel and equipment hours and materials used.

- May be required to participate in developing plans, organizing, supervising and participating in such activities as the sweeping, mopping and waxing of floors, vacuuming of carpeting, polishing, dusting, cleaning of windows and other custodial work.
- Plans, organizes, supervises and participates as necessary in activities such as the collection and disposal of refuse and garbage, to provide necessary services to residents of the City.
- Supervises and participates in the maintenance and minor repair of operational equipment.
- Plans, organizes, supervises and participates as necessary in the loading, unloading and setting up of equipment for special events.
- Performs duties and ensures that others perform duties in a safe and healthful manner.
- Performs related work as assigned.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from high school and four years of progressively responsible experience in work affording a familiarity with varied maintenance operations and systems. Possession of, or ability to obtain, motor vehicle class CDL operator's license as issued by the Maryland Department of Motor Vehicles (or applicant's state of residence) within 30 days of employment. Those individuals performing exclusively as supervisors of custodial crews are excluded from the CDL requirement. Must have, or be able to obtain within a specified time, all licenses and certifications appropriate for the work that will be supervised.

### **Preferred Knowledge, Skills and Abilities:**

- Considerable knowledge of the occupational hazards and safety precautions necessary for the proper operation of equipment and conduct for safe work around mechanical, electrical and hydraulic equipment, and in close spaces subject to the accumulation of gases, fumes, dirt and noise.
- Considerable knowledge of the materials, methods, techniques, tools and equipment used in varied public works maintenance and repair activities.
- Working knowledge of the principles involved in refuse work, street maintenance, storm drainage systems, recreation and parks maintenance procedures, and building maintenance procedures.
- Ability to plan, organize and effectively supervise the work of a group of unskilled to skilled workmen in a manner conducive to full performance and high morale.
- Ability to adapt available tools and repair parts to specific repair problems.
- Ability to work independently and to maintain a schedule of preventive maintenance.
- Ability to establish and maintain effective working relationships with superiors

and employees, and the general public contacted in the course of work.

- Ability to read and work from construction plans, sketches, drawings and work orders.
- Ability to make decisions recognizing establishing precedents and practices and to use resourcefulness in meeting new problems.